



## DEPARTMENT OF REAL ESTATE

[www.dre.ca.gov](http://www.dre.ca.gov)

### DEPUTY COMMISSIONER, DEPARTMENT OF REAL ESTATE CONTINUOUS FILING Salary: \$2969 – \$5108

#### OPEN/NON PROMOTIONAL – STATEWIDE

California State Government – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, domestic partnership, medical condition, physical disability, mental disability, religious or political affiliation, age or sexual orientation.

It is an objective of the state of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

#### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Real Estate (DRE) during this testing period. DRE testing periods for this examination are: **January – June** and **July – December**. A candidate may test only **ONCE** during a testing period. Applications will not be accepted on a promotional basis.

#### HOW TO APPLY

Submit Examination Application (Std. Form 678) to:

Department of Real Estate  
Attn: Casey Gates  
PO BOX 187000  
Sacramento, CA. 95818-7000  
Testing Information: (916) 227-0802

**NOTE:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

**NOTE:** Only applications with an original signature will be accepted.

#### ELIGIBILITY REQUIREMENTS

Applications (Form Std. 678) are accepted continuously and the Dept. of Real Estate will notify and test qualified applicants **as needs warrant**.

All applications must include: "to" and "from" dates (mm/dd/yy); time base, class title, and duties. Applications received without this information will be rejected. **When submitting the application, please provide a copy of your diploma or transcripts showing completion of the required course work.**

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

**NOTE: A Fingerprint/Criminal Record Clearance is required for this position.**

#### POSITION DESCRIPTION AND LOCATION(S)

A Deputy Commissioner, DRE, participates in the inspection of offices, documents, records, licenses, and signs of real estate brokers for conformance with legal requirements; obtains written statements from principal witnesses and examines records of brokers, government agencies, escrow companies, and banks to complete investigations and to develop and assemble evidence for presentation at formal hearings; reviews subdivision filings to determine propriety of signatures, and completeness of necessary supporting documents; checks the provisions of sale of proposed subdivided lands to determine that legal requirements to protect prospective buyers are met; investigates the background of license applicants, evaluates course offerings for the continuing education program.

Positions are located in Sacramento, Oakland, Fresno, Los Angeles, and San Diego.

#### MINIMUM QUALIFICATIONS

##### Either I

**Education:** Equivalent to graduation from college (4 year-bachelor's degree) with any major, but preferably with specialization in real estate, law, finance, criminal justice, or public or business administration. Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

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**MINIMUM  
QUALIFICATIONS  
(CONTINUED)**

**Or II**

**Education:** Successful completion at an accredited college of 60 semester units or 90 quarter units (preferably with an emphasis on real estate, law, finance, criminal justice, or public or business administration);

**And**

**Experience:** Two years of experience in one of the following:

1. Sale or exchange of farm, residential or business properties; **or**
2. Negotiating for real estate loans in a bank, realty office, or savings and loan (requires extensive dealing with the public); **or**
3. Performing the duties of an Escrow Officer in a bank, realty, savings and loan, escrow or title company; **or**
4. Independent field investigative experience in civil or criminal law enforcement with a private or governmental agency.

**Or III**

**Experience:** In one or a combination of the following:

1. Eighteen months' experience with the Department of Real Estate performing the duties of a class at a level of responsibility equivalent to Program Technician II, Office Services Supervisor I, or Office Technician; **or**
2. Two years of experience with the Department of Real Estate as a Program Technician.

**And**

**Education:** Successful completion at an accredited college of 18 quarter units or 12 semester units of which six semester or nine quarter units must be in Real Estate Principles, Real Estate Practice, Real Estate Appraisal, Legal Aspects of Real Estate, Real Estate Finance, Real Estate Economics or Real Estate Accounting. The remaining units shall be in the core courses required for a major in public or business administration, law, finance or criminal justice.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

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**EXAMINATION  
PLAN**

This examination will consist of a Written Test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

**WRITTEN TEST - Weighted 100%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**Knowledge of:**

1. Public Communications, Report Writing and General Writing skills
2. Analytical Techniques
3. Basic Math

**Ability to:**

1. Gather, compile, analyze, and interpret data.
2. Prepare clear, concise correspondence and reports.
3. Work under pressure and in adversarial situations.
4. Employ strong interpersonal skills.
5. Communicate effectively.
6. Reason logically and creatively and use a variety of analytical techniques.
7. Consult and advise interested parties on cases, files or related material.
8. Gain and maintain the confidence and cooperation of others.

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**ELIGIBLE LIST  
INFORMATION**

A departmental eligible list will be established for the Department of Real Estate. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**VETERANS POINTS/  
CAREER CREDITS**

Veterans Preference Credits are granted and will be added to the final score of successful competitors who have requested these points. Career credits will be granted in this examination.

## GENERAL INFORMATION

The Department of Real Estate reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Applications are available at the State Personnel Board**, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**FOR CURRENT DRE TESTING INFORMATION CALL (916) 227-0802**

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED  
THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

Deputy Commissioner, DRE.doc/CRG\_Rev. 11/4/08